

ATTACHMENT H: Sample KSA Rating Scales

The following are sample rating scales intended to demonstrate the type of KSA ratings required in conducting a job analysis; however, the scales presented are examples only. There are a number of other scales that would meet the rating requirements outlined in *Section 2200*.

Rating the importance of the KSA**Sample Scale 1**

Importance scale:
(*State Personnel Board*)

- 0 Does Not Apply** Possession of this knowledge, skill, or ability is NOT REQUIRED for successful job performance.
 - 1 Desirable** Possession of this knowledge, skill, or ability is only HELPFUL or DESIRABLE but not required for successful job performance.
 - 2 Important** Possession of this knowledge, skill, or ability is IMPORTANT for successful job performance.
 - 3 Critical** Possession of this knowledge, skill, or ability is CRITICAL for successful job performance.
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Interpreting rating data from *Importance Scale*

By scale definition, the “most important” KSAs are those with scale ratings of 2 or 3, meaning that possession of those KSAs is important to overall satisfactory job performance (that is, possession of the KSAs is important to an individual’s capability to perform satisfactorily in the job/job classification). Therefore, only those KSAs that are identified as important requirements for successful job performance should be considered in selection-related activities.

When using an independent rating approach with multiple SMEs providing independent ratings for each KSA, those KSAs that receive a mean rating of 1.5 or greater can be considered important requirements for successful job performance.

When using a consensus rating approach, those KSAs rated 2 or 3 can be considered important requirements for successful job performance.

Rating the importance of the KSA*(continued)***Sample Scale 2**

Criticality of the KSA:
(WRIPAC, 1993)

- 0** Possession of the knowledge, skill, or ability is NOT RELATED to overall satisfactory job performance.
 - 1** Possession of the knowledge, skill, or ability is HELPFUL or DESIRABLE for overall satisfactory job performance.
 - 2** Possession of the knowledge, skill, or ability is IMPORTANT to overall satisfactory job performance.
 - 3** Possession of the knowledge, skill, or ability is ESSENTIAL to overall satisfactory job performance.
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Interpreting rating data from *Criticality of the KSA scale*

By scale definition, the “most important” KSAs are those with scale ratings of 2 or 3, meaning that possession of those KSAs is important to overall satisfactory job performance (that is, possession of the KSAs is important to an individual’s capability to perform satisfactorily in the job/job classification). Therefore, only those KSAs that are identified as important requirements for successful job performance should be considered in selection-related activities.

When using an independent rating approach with multiple SMEs providing independent ratings for each KSA, those KSAs that receive a mean rating of 1.5 or greater can be considered important requirements for successful job performance.

When using a consensus rating approach, those KSAs rated 2 or 3 can be considered important requirements for successful job performance.

Rating the KSA as required upon entry**Sample Scale 1**

Expected at Entry to the Job scale:

(State Personnel Board)

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- | | |
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| 0 | None/Trivial Possession of NONE or a TRIVIAL amount of this knowledge, skill, or ability is expected upon entry to the job. |
| 1 | Some Possession of SOME amount of this knowledge, skill, or ability is expected upon entry to the job. |
| 2 | Most Possession of MOST amount of this knowledge, skill, or ability is expected upon entry to the job. |
| 3 | All Possession of ALL amount of this knowledge, skill, or ability is expected upon entry to the job. |
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Interpreting rating data from *Expected at Entry to the Job scale*

By scale definition, the KSAs “expected at entry to the job” (or in other words, expected upon appointment or day one on the job) are those with scale ratings of 2 or 3, meaning that when appointed, the individual is expected to possess at least “most” of the KSA upon entry to the job/job classification. Only those KSAs that are identified as expected upon entry to the job/job classification should be considered in examination-related activities.

When using an independent rating approach with multiple SMEs providing independent ratings for each KSA, those KSAs that receive a mean rating of 1.5 or greater can be considered as “required upon entry” to the job/job classification.

When using a consensus rating approach, those KSAs rated 2 or 3 can be considered as “required upon entry” to the job/job classification.

Rating the KSA as required upon entry*(continued)***Sample Scale 2**

Expected at Entry:
(WRIPAC, 1993)

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- | | |
|----------|---|
| 0 | Possession of NONE or a TRIVIAL amount of the knowledge, skill, or ability is expected upon entry to the job. |
| 1 | Possession of SOME of the knowledge, skill, or ability is expected upon entry to the job. |
| 2 | Possession of MOST of the knowledge, skill, or ability is expected upon entry to the job. |
| 3 | Possession of ALL of the knowledge, skill, or ability is expected upon entry to the job. |
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Interpreting rating data from *Expected at Entry* scale

By scale definition, the KSAs “expected at entry to the job” (or in other words, expected upon appointment or day one on the job) are those with scale ratings of 2 or 3, meaning that when appointed, the individual is expected to possess the KSA upon entry to the job/job classification. Only those KSAs that are identified as expected upon entry to the job/job classification should be considered in selection-related activities.

When using an independent rating approach with multiple SMEs providing independent ratings for each KSA, those KSAs that receive a mean rating of 1.5 or greater can be considered as “required upon entry” to the job/job classification.

When using a consensus rating approach, those KSAs rated 2 or 3 can be considered as “required upon entry” to the job/job classification.

Rating the Relationship of Possession of the KSA to Job Performance

Sample Scale

Relationship to Job Performance scale:

(State Personnel Board)

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- 0 No Observable Relationship** This knowledge, skill, or ability is not required to perform the job, **or** possession of more of this knowledge, skill, or ability (beyond the minimal level required) **does not** result in better job performance.
- 1 Observable Relationship** Possession of more of this knowledge, skill, or ability (beyond the minimal level required) **does** result in better job performance.
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Interpreting rating data from *Relationship to Job Performance* scale

By scale definition, a scale rating of 1 means that possession of more of a particular KSA results in better (or increased) job performance. This scale is used to document the job-related need for increased levels of a particular KSA. Ranking candidates on the basis of test scores or scores in an examination process should be done only when increased amounts of those KSAs being assessed in the examination process are determined to result in better job performance.

When using an independent rating approach with multiple SMEs providing independent ratings for each KSA, those KSAs that receive a mean rating of .5 or greater can be considered as “related to job performance.”

When using a consensus rating approach, those KSAs rated 1 can be considered as “related to job performance.”